

**DRUG DEMAND REDUCTION  
SMALL GRANTS PROGRAM**

**U.S. Embassy Kazakhstan**

**APPLICATION FORM**

*Grant proposals must include all of the information requested below, and should not exceed 5 pages. Proposals will not be considered unless all required information is received. **Proposals should be written in English.** Supporting documents may be in Russian.*

**1. GRANT RECIPIENT:**

- a) Name of NGO:
- b) Address, telephone number, fax number and e-mail address of organization:
- c) Name and home address of Project Manager, cell phone:
- d) Bank Account Information (KZT):

**2. BACKGROUND ON NGO (date when founded, primary goals, professional expertise and resources of the NGO, previous grants received including Drug Demand Reduction Grants, how the NGO is funded, 1-2 examples of most successful activities); (Please be brief);**

**3. PROGRAM DESCRIPTION (no more than 2 pages):**

- a) **STATEMENT OF OBJECTIVES:** (describe project goal(s) and how it(they) will be achieved; provide detailed description of program activities/events);
- b) **WORK PLAN:** (no more than 1 page, table format) (period of performance/planned activities/name of responsible person);
- c) **PROGRAM DURATION:**
- d) **PROJECT JUSTIFICATION:** (why is this project needed for Kazakhstan and the particular region; describe the target audience (by age groups, occupation, amount of program participants, etc.));
- e) **PROJECT SUSTAINABILITY:** (short-term and long-term results; future sources of funding; how the NGO will share its experience with other groups);

**4. BUDGET (no more than 2 pages):**

- a) **AMOUNT REQUESTED** (in USD);
- b) **ITEMIZED COST BREAKDOWN** (see sample on Page 3);

## **APPLICATION FORM GUIDELINES**

### **PROPOSAL FORMAT:**

- Proposal should be written in clear English.
- Proposal should not exceed 5 typed pages in font 12.
- Applicants should attach copies of resumes for key personnel.
- Proposals should list any previous grants received (date, amount, purpose) as well as any other funding sources.
- A copy of the registration papers of the organization should be attached.

### **NARRATIVE PART:**

- Key questions to address in your proposal are:
  - ♦ **WHO** (name of NGO and its partners if appropriate),
  - ♦ **WHAT** (planned activities),
  - ♦ **WHEN** (program dates),
  - ♦ **WHY** (this NGO, this issue, this region),
  - ♦ **HOW** (what resources are available and what ones are needed),
  - ♦ **FOR WHOM** (target audience),
  - ♦ **AT WHAT COST** (budget),
  - ♦ **WHAT IS NEXT** (plans for future based on evaluation of results).

This includes:

- ✓ *Justification* section should explain why a proposed project is important, who will be affected by this project, what difference it makes for Kazakhstan as a country and for a particular region. Also, please explain what impact this project will make on achievement of the long-term goals of your organization. *(May also attach letters of endorsement attesting to the seriousness of the proposal.)*
- ✓ *Sustainability* means that your proposal should clearly describe the long-term effects of the project. If the project is intended to continue after the funding ends, the proposal must explain how the organization will fund the activity in the future. ***(Please note: if a convincing explanation is not included, this may disqualify the project from consideration).***
- Proposals for publication of materials should describe the intended audience, content, and how materials will be distributed, and will normally be considered only if the language of the material is *Russian* or *Kazakh*.

### **PROJECT TIME-FRAME:**

Project dates cannot exceed **one year**.

## BUDGET :

*Program budget should be presented in a table format and should contain detailed descriptions of all budget items. Budget items should be concrete and linked to the narrative.*

*All project expenses should be calculated in advance and be realistic. Budget items, once approved, may not be substituted without approval from International Narcotics and Law Enforcement Office. Budget items may be adjusted by 10% within each item, but the overall total cannot be adjusted.*

#	Name of Budget Item	Detailed Description	Amount requested from PAS	NGO Contribution	Other Source(s) of Funding (specify)	Total
1.	<i>Honoraria:</i>					
	Honoraria to lawyers	\$/person/hour or day x days/hours = \$ incl. % taxes				
2.	<i>Round Table:</i>					
	Accommodation for participants	# days x cost/person/day x #participants				
	Publication of the Manual:	(hard/paper cover, color/black & white, format) #pages x cost/page x total circulation				

### TOTAL:

- Funding should not duplicate on-going activities but could supplement such initiatives.
- The Drug Demand Reduction Commission may encourage applicants to seek funding from other donors and to offer some type of **cost-sharing** (volunteer time, space, equipment etc.)
- **Rent of office, utility fees, and salaries** are discouraged because organizations with long-term viability are expected to have other sources of income to meet operational expenses. **Honoraria** to experts or trainers in reasonable amounts can be paid for the portion of their time devoted to the work in this project. Compensation levels should be no higher than other local salaries, and should include the amount of income tax and social deductions.
- Funds should not be used for **food expenses**. However, if coffee-break or working lunches for seminar/conference participants are an integral part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited to a maximum of 10% of the total award amount. Meals should not include alcohol beverages, beer or plastic dishes.
- If the proposal seeks funding to purchase a **service** or **equipment**, the application must include

three pro-forma estimates from the service or equipment vendor, as well as justification of the need for purchase of equipment or use of the services.

- **Entertainment costs** (amusement, receptions, diversion, social activities, ceremonials, alcoholic beverages, cocktail parties, guided tours) are not allowable expenses.
- **Transportation costs** should not include airplane tickets and "luxury" train compartments ("SV") or "luxury" buses.
- The use of "**miscellaneous expenses**" or any similar term as a budget item is unacceptable.
- **Bank charges** should be pre-calculated and included in the budget. Please note that any interest earned on the grant sum must be returned to the U.S. Government.